**Technical Report**

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**The technical Report must be written in the language of the research proposal. It must be typed on A4 paper. The original copy must be submitted as soft copy (npst4@ksu.edu.sa). Page numbers should be centered on the top of each page. The technical Report must include the required items mentioned in the above.**

[**Transmittal Letter**](http://writing.colostate.edu/guides/documents/ce-trpt/pop9j.cfm)

Date: d/m/y

Researcher name: ##################  
College:

Department:

Address:

E-mail:

Dear ###################

We are submitting to you the report, due ######(date), that you requested. The report is entitled ########################################. The purpose of the report is to inform you #########################. The content of this report concentrates on ###################################. This report also discusses ###################################. If you should have any questions concerning our project and paper please feel free to contact ########## at ######### (tel. or e-mail).

Sincerely,  
#################  
###############(PI)

Affiliation ############

[**Title Page**](http://writing.colostate.edu/guides/documents/ce-trpt/pop9a.cfm)

Submitted for

National Plan for Science and Technology

King Saud University

Project title

##################################################################################

Project number

########################

Project Investigator

########################

Year

#########

**Abstract**

Abstracts are formal summaries writers prepare of their completed work. Abstracts are important tools for readers, especially as they try to keep up with an explosion of information in print and on the Internet.

The abstract summarizes the topic, state the scope of the experiments, indicate significant data, the important accomplishments of the project for the current reporting period, and what it will do. (Not more than 300 words in length). Complete sentences, active verbs, and the third person should be used, and the abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited.

[**Acknowledgments**](http://writing.colostate.edu/guides/documents/ce-trpt/pop9b.cfm)

The **Acknowledgments** of people, grants, funds (NPST), etc should be brief.

[**Table of Contents**](http://writing.colostate.edu/guides/documents/ce-trpt/pop9d.cfm)

The table of contents needs to use subsections. That helps writing be more organized.

**Example of Table of Contents with Subsections:**

1.0 Introduction..........

1.1 Background...........  
1.2 Significance of Load and Compression Force.........

1.2.1 Load...........  
1.2.2 Compression Force............

Here, the main topics are at one level, then indented to the next level. And they're just great visual clues. One of the purposes of the table of contents is to give readers a visual map of the document. They can look at this before they start reading and know where things fit. Writers need to think of a table of contents as providing a mental map for readers.

## List of Figures and List of Tables

These two separate lists assist readers in locating your photos, drawings, tables, graphs and charts. Like the Table of Contents, you need to present both of these in an organized, appealing format. Typically, you can shorten a figure or table's title when you create these lists.

## Report Body

In a technical report, the body typically presents an Introduction, various other sections, depending on your topic, and a Conclusion. Throughout the body, you should include text (both your own and research from other sources), graphics, and lists. Whenever you cite information or use graphics from another source, you must credit these sources within your text.

The **Introduction** should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution. It should be understandable to colleagues from a broad range of scientific disciplines.

**Objectives**, in this section, explain the major goals and specific aims of the study. Detail the research questions and any hypotheses.

**Materials and methods** should be complete enough to allow experiments to be reproduced. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly. Capitalize trade names and include the manufacturer's name and address. Subheadings should be used. Methods should describe the study design, intervention (if any), study population (e.g., inclusion/exclusion criteria, major characteristics), and settings. Define the study variables and identify the source(s) of the data. Include sample size and response rates, as appropriate. Methods of analyses should be clearly and concisely articulated. Indicate if non-VA sites are included.

.**Results** should be presented with clarity and precision. The results should be written in the past tense when describing findings in the authors' experiments. Previously published findings should be written in the present tense. Results should be explained, but largely without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the Results but should be put into the Discussion section.

The **Discussion** should interpret the findings in view of the results obtained in this and in past studies on this topic. State the conclusions in a few sentences at the end of the paper. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined.

**Future work**, this section of the report should briefly describe some of the key project activities that are planned for the next reporting period.

If delay, a discussion should be provided to address why the project is behind schedule and actions taken to overcome these problems.

# REFERENCES

A complete alphabetical listing of cited references should be included. All citations should be identified in the text with the author name and date, e.g., (Lewis et al., 1991). References should be single spaced and separated by a line break.

**PUBLICATIONS/PRESENTATIONS**

This section of the report should include a listing of any scholarly works that resulted from the project activities. These items include, but are not limited to, journal articles, books or book chapters, conference proceedings, magazine articles, patent awards, theses or dissertations, major published reports, technical manuals, workshop or short course booklets, and presentations at professional meetings.

**APPENDICES (IF ABSOLUTELY NECESSARY)**

Top of Form

Bottom of Form